

Trustees of the Manchester City Library  
Minutes – December 17, 2007

Motion made by Trustee to call to order public meeting at 3:33pm, seconded by Trustee Roy, all in favor.

Motion made by Trustee Devine to accept unrestricted revenue and materials for library usage in an amount yet to be determined, but exceeding \$5,000 from the Allen G. Cote estate, seconded by Trustee Roy, all in favor.

Motion to adjourn public meeting made by Trustee Devine, seconded by Trustee Roy, all favor.

Called to order the Monthly Meeting at 3:35pm.

**In attendance:** Trustee Chair Karen Sheehan-Lord, Trustees, Joannie Barrett, Jeff Hickok, Kevin Devine, Jack Shea, and Madeleine Roy. Also, present Foundation Chair Monique Brown and Friend's President Chris Zoulias and Patricia Cornell.

**Excused:** Library Director Denise van Zanten

**Meet & Greet:** Trustees met with President of the West Friends, Patricia Cornell. Patricia is a guidance counselor at Parkside Jr. High School and is very involved in numerous school and community activities.

**Minutes:** Motion to accept the minutes of the November 19<sup>th</sup> meeting made by Trustee Shea seconded by Trustee Barrett, all in favor.

**Director's Report:**

CIP – Trustees discussed the CIP Summary for FY2009. They also prioritized the items they thought would be in the best interests of the Library. Will discuss more at January's meeting.

FRIENDS – met on December 17<sup>th</sup> to finalize the disbanding of the organization. There is \$4,578 left in their checking account. They would like to give \$500 to each one of the 5 departments here at the Library and \$2,000 to the Trustee Funds to purchase museum passes for next year.

There will be money from book bags – about 60 bags left at \$8.00 each. Chris Zoulias will be meeting with Learn to Read to takeover book sale. Norman Foisy would assist them if they would like to do this.

Friends would also like to give the rights to the monies for the books that are for sale on e-bay to the Foundation.

This will require a legal notice in the paper and will be voted on at the January meeting.

BUDGET – Mayor wants a 98%, 100% and 103% budget proposal from each department. Trustee Devine stated that the Trustees have a legal and fiduciary responsibility to request adequate funding for the Library. This will be discussed further at the January Meeting

PERSONNEL – Motion was made by Trustee Devine to hire a new Security Guard at the West Branch, seconded by Trustee Barrett, all in favor.

COTE ESTATE: Director van Zanten will contact appraiser to see if they are interested in purchasing books & painting.

GENERAL CHILDREN’S SERVICES POLICY – Vote was deferred until January meeting. Trustees would like more information.

PARKING – Nothing new to report.

FINANCE – Nothing to report at this time.

FOUNDATION – Foundation Chair Monique Brown went over the Foundation By-laws with the Trustees. Changes were addressed and the Foundation Directors will bring these up at their next meeting on December 20<sup>th</sup>. Nothing to report since meeting is on December 20<sup>th</sup>.

### **Old Business:**

CUSTOMER SERVICE POLICY- Motion was made to accept this policy with 1 change. (The Library offers the same quality of service to all regardless of age, race, sex, nationality, educational background, physical limitations, and language or any other criteria which may be the source of discrimination) by Trustee Barrett, seconded by Trustee Roy, all in favor.

TRAVEL POLICY – Will be discussed at the January meeting.

New Business - Next meeting is on Tuesday, January 22<sup>nd</sup> at the West Branch at 3:30pm. Trustees would like Harry Ntapalis at the January meeting to discuss insurance.

Also, Trustee Roy will be away for 3 months but will be available by phone and by e-mail.

Adjourned at 5:35pm